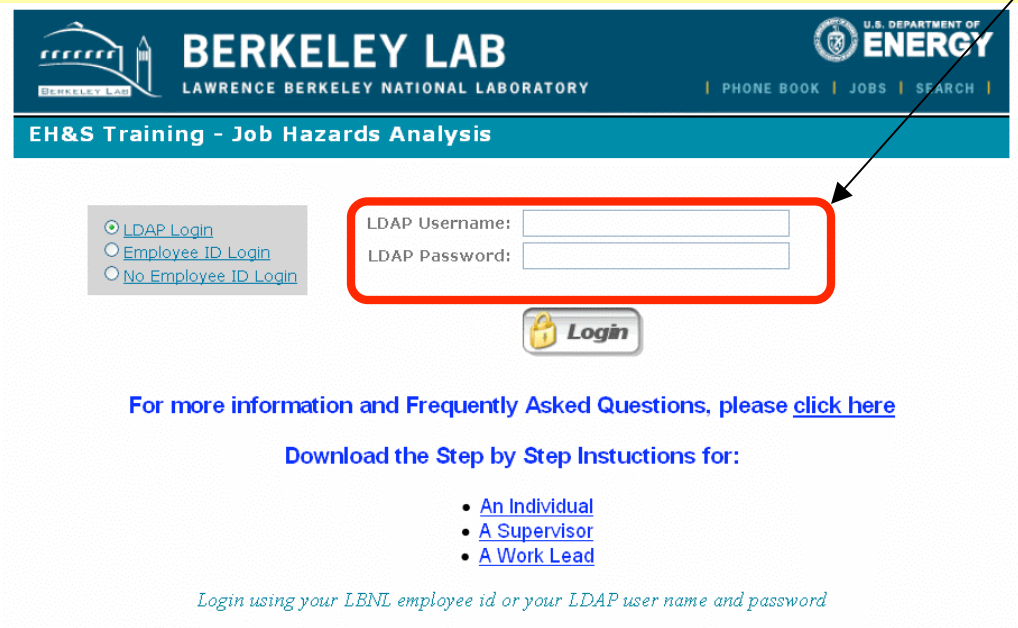
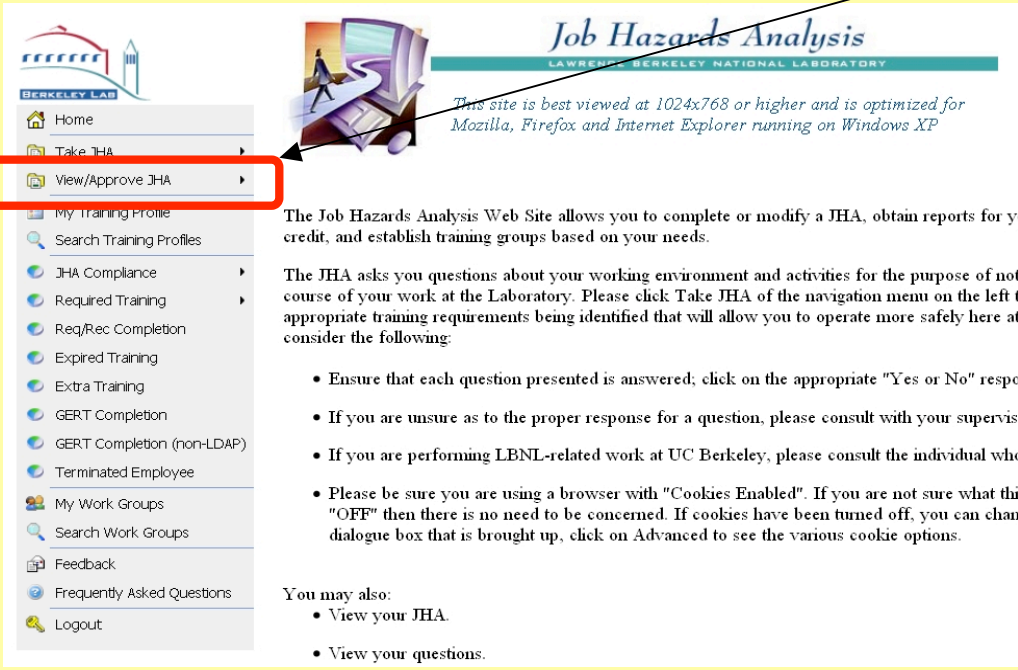


Review & Approve JHA Profiles	Helpful Information
<p>STEP 1. Log in to the EH&S Job Hazards Analysis (JHA) system at https://ehswprod.lbl.gov/ehstraining/jha/login.aspx</p>  <p>For more information and Frequently Asked Questions, please click here</p> <p>Download the Step by Step Instructions for:</p> <ul style="list-style-type: none"> • An Individual • A Supervisor • A Work Lead <p><i>Login using your LBNL employee id or your LDAP user name and password</i></p>	<p><input type="checkbox"/> Use your LDAP username and password to log in to the system.</p>
<p>STEP 2. To begin, select “View/Approve JHA” from the Main Menu</p>  <p>The Job Hazards Analysis Web Site allows you to complete or modify a JHA, obtain reports for your credit, and establish training groups based on your needs.</p> <p>The JHA asks you questions about your working environment and activities for the purpose of not course of your work at the Laboratory. Please click Take JHA of the navigation menu on the left to appropriate training requirements being identified that will allow you to operate more safely here at consider the following:</p> <ul style="list-style-type: none"> • Ensure that each question presented is answered; click on the appropriate "Yes or No" response • If you are unsure as to the proper response for a question, please consult with your supervisor • If you are performing LBNL-related work at UC Berkeley, please consult the individual who • Please be sure you are using a browser with "Cookies Enabled". If you are not sure what this "OFF" then there is no need to be concerned. If cookies have been turned off, you can change the dialogue box that is brought up, click on Advanced to see the various cookie options. <p>You may also:</p> <ul style="list-style-type: none"> • View your JHA. • View your questions. 	<p><input type="checkbox"/> Select “Retrieve JHA/Training Profiles” “My Direct Reports”</p> <p><input type="checkbox"/> Your Main Menu may look a little different depending upon your level of access to the JHA system.</p>

Review & Approve JHA Profiles

Helpful Information

STEP 3. Supervisor (Work Lead) will see the status of their Direct Reports' JHAs:

Search JHA Profiles

Your JHA profiles are listed below. You may click on the view button to view a particular JHA profile.

Employee Name	Work Lead	Supervisor	Division	Opt-Out	Opt-Out Reason	Status	Approval Status	Opt-Out Date	Active Date	Expiration Date
Malmrose, Vincent E.	Smith II, George D.	Smith II, George D.	CR	No		Active	Final	3/25/2009	4/30/2009	4/30/2010
Pazzaglia, Lawrence M.	Smith II, George D.	Smith II, George D.	CR	No		Active	Final	11/7/2008	3/23/2009	3/23/2010
Pazzaglia, Lawrence M.	Smith II, George D.	Smith II, George D.	CR	No		Archived		7/25/2008	7/25/2008	7/25/2009
Wittenbrock, Sandra	Smith II, George D.	Smith II, George D.	CR	No		Active	Final	7/25/2008	7/25/2008	7/25/2009

- ☐ Select a JHA for review.
- ☐ There may be multiple JHAs for each employee/guest. Check the Status columns to identify the **Draft** or most recent JHA.
- ☐ Note: to order by the Approval Status, drag the Approval Status column header to the row above it.
- ☐ The JHA review is best done with the employee present, but it is not required to have the employee present.

STEP 4. Supervisor (Work Lead) will make necessary changes:

LAWRENCE BERKELEY NATIONAL LABORATORY
JOB HAZARDS ANALYSIS

Work: [Redacted] Work Lead: Lucas, Donald (546850) Approve by Work Lead: [Change] Status: Draft

Division: [Redacted] Supervisor: Lucas, Donald (546850) Approval Status: Awaiting Supv/WL Approval

Office: [Redacted] Employment Date: 09/05/2006 Active Date:

Phone: [Redacted] Job Title: Training Specialist 2 Expiration Date:

Email: [Redacted] JHA Number: 11472

Indicates course requirement fulfilled
Indicates course requirement not fulfilled - Additional training required

Group 1: EH&S Training Group (Owner DONALD LUCAS 546850) [Make Changes] [Update Description of Work] [Update Tasks/Hazards/Controls]

Description of Work: Replace this text with a description of the Work that this Work Group performs and to which this analysis applies. Please include the general Work objectives, locations, materials used, processes employed, equipment used, and expected outputs. It should be of sufficient detail that the tasks can be determined by a trained individual.

Task #	Description	Hazard(s)	Control(s)
1	Intensive use of desktop and/or laptop computers	Musculoskeletal discomfort or injury	<ul style="list-style-type: none"> EHS 0059 Ergo Self-Assessment for Computer Users (Remedy Interactive - online) EHS0058 Ergo Self Assessment-Refresher Take periodic breaks to stretch or walk (e.g., 5 minute breaks each hour, or more often if fatigue is felt). Use neutral postures: straight wrist, arms/elbows at sides, and head/neck balanced over shoulders. Use keyboard shortcuts, alternate hands, and/or use alternate pointing devices to minimize mouse repetition. Adjust chair, keyboard/mouse and monitor settings to avoid awkward postures. Arrange tools for easy reach. Immediately notify Supervisor of any discomfort.
2	Lifting objects	Muscle strain/sprain	<ul style="list-style-type: none"> EHS 0062 WorkSmart Ergonomics Be sure you understand the load - assess its weight, size and balance, especially with large items (e.g., video equipment). Get assistance with lifting heavy and/or awkward loads. Assure a clear path when moving loads

[Make Changes] [Update Tasks/Hazards/Controls]

Description of Work: All Work is described by the Work Group above.

Task #	Description	Hazard(s)	Control(s)

- ☐ Change the Work Lead name, if necessary. Currently this option is available only to the Supervisor.
- ☐ Review the CS Employee Work Group Description of Work. It should start with "Employees of the Computing Sciences Directorate, including Computational Research Division and NERSC Division employees." Update this description if necessary by clicking on the box "Update Description of Work."
- ☐ Review the Individual Description of Work. It should read, "All work is described by the Work Group(s) above." for the majority of employees/guests. Add this wording if necessary.

Review & Approve JHA Profiles

Helpful Information

STEP 5. When you and your employee have finished making changes, and both understand the Tasks, Hazards and Controls, the Supervisor (Work Lead) signs off electronically by clicking on the “Approve by Work Lead” button. The employee can sign off by clicking on the “Approve by Employee” button that appears a few seconds later, AFTER the Supervisor (Work Lead)’s approval has been stored in the JHA database.

✓ Indicates course requirement fulfilled
✗ Indicates course requirement not fulfilled - Additional training required

Group 1: EH&S Training Group (Owner DONALD LUCAS 546850) [Make Changes](#) [Update Description of Work](#) [Update Tasks/Hazards/Controls](#)

Description of Work: Replace this text with a description of the Work that this Work Group performs and to which this analysis applies. Please include the general Work objectives, locations, materials used, processes employed, equipment used, and expected outputs. It should be of sufficient detail that the tasks can be determined by a trained individual.

Task #	Description	Hazard(s)	Control(s)
1	Intensive use of desktop and/or laptop computers	Musculoskeletal discomfort or injury	<ul style="list-style-type: none">✓ EHS 0059 Ergo Self-Assessment for Computer Users (Remedy Interactive - online)✓ EHS0058 Ergo Self Assessment-RefresherTake periodic breaks to stretch or walk (e.g., 5 minute breaks each hour, or more often if fatigue is felt).Use neutral postures: straight wrist, arms/elbows at sides, and head/neck balanced over shoulders.Use keyboard shortcuts, alternate hands, and/or use alternate pointing devices to minimize mouse repetition.Adjust chair, keyboard/mouse and monitor settings to avoid awkward postures. Arrange tools for easy reach.Immediately notify Supervisor of any discomfort.
2	Lifting objects	Muscle strain/sprain	<ul style="list-style-type: none">✓ EHS 0062 WorkSmart ErgonomicsBe sure you understand the load - assess its weight, size and balance, especially with large items (e.g., video equipment).Get assistance with lifting heavy and/or awkward loadsAssure a clear path when moving loads

Individual: [Make Changes](#) [Update Tasks/Hazards/Controls](#)

Description of Work: All Work is described by the Work Groups above

Task #	Description	Hazard(s)	Control(s)
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- ☐ Supervisor (Work Lead) signs off by clicking on the “Approve by Work Lead” button.
- ☐ A second button “Approve by Employee” appears after the Supervisor (Work Lead) has signed off.
- ☐ The employee can click this button to log in and countersign their JHA. Otherwise, the employee will receive an email telling them their JHA is ready for final approval.

After the Supervisor (Work Lead) and Employee have both signed (electronically) the JHA, it becomes Active. Any previous JHAs will be saved as Archived versions.

The JHA must be updated annually or if work changes. This completes the JHA authorization or reauthorization process.

The following pages are provided to aid in the handling of special circumstances.

Advanced JHA Modifications

(Contact Division Safety Coordinator Betsy MacGowan x2826 for assistance)

EXTRA For employees who perform work not described by the Work Groups.

LAWRENCE BERKELEY NATIONAL LABORATORY
JOB HAZARDS ANALYSIS

Worker: [Redacted] Work Lead: Lucas,Donald (546850) [Approve by Work Lead] [Change] Status: Draft
Approval Status: Awaiting Supv/WL Approval
Active Date: [Redacted] Expiration Date: [Redacted] JHA Number: 11472
Division: [Redacted] Supervisor: Lucas,Donald (546850)
Office: [Redacted] Employment Date: 09/05/2006
Phone: [Redacted] Job Title: Training Specialist 2
Email: [Redacted]

✓ Indicates course requirement fulfilled
✗ Indicates course requirement not fulfilled - Additional training required

Group 1: EH&S Training Group (Owner DONALD LUCAS 546850) [Make Changes] [Update Description of Work] [Update Tasks/Hazards/Controls]

Description of Work: Replace this text with a description of the Work that this Work Group performs. Please include the general Work objectives, locations, materials used, processes employed, equipment used, and expected outputs. It should be of sufficient detail that the tasks can be determined by a trained individual.

Task #	Description	Hazard(s)	Control(s)
1	Intensive use of desktop and/or laptop computers	Musculoskeletal discomfort or injury	<ul style="list-style-type: none">✓ EHS 0059 Ergo Self-Assessment for Computer Users (Remedy Interactive - online)✓ EHS0058 Ergo Self Assessment-RefresherTake periodic breaks to stretch or walk (e.g., 5 minute breaks each hour, or more often if fatigue is felt).Use neutral postures: straight wrist, arms/elbows at sides, and head/neck balanced over shoulders.Use keyboard shortcuts, alternate hands, and/or use alternate pointing devices to minimize mouse repetition.Adjust chair, keyboard/mouse and monitor settings to avoid awkward postures. Arrange tools for easy reach.Immediately notify Supervisor of any discomfort.
2	Lifting objects	Muscle strain/sprain	<ul style="list-style-type: none">✓ EHS 0062 WorkSmart ErgonomicsBe sure you understand the load - assess its weight, size and balance, especially with large items (e.g., video equipment).Get assistance with lifting heavy and/or awkward loads.Assure a clear path when moving loads.

Individual: [Make Changes] [Update Tasks/Hazards/Controls]
Description of Work: All Work is described by the Work Groups above

Task #	Description	Hazard(s)	Control(s)
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Helpful Information

- ☐ **The ability to make changes is available only to the Supervisor (Work Lead). An employee cannot make these edits to their own JHA.**
- ☐ **If necessary:**
- ☐ **Make changes** to the Work Group Description of Work or Work Group Tasks, Hazards and Controls.
- ☐ **Update** the JHA with the most current Work Group Description of Work and Tasks, Hazards and Controls by clicking the Update button.
- ☐ **Make changes or update** the Individual Tasks, Hazards and Controls.
- ☐ If an individual adds Tasks, Hazards and Controls (e.g., soldering) their individual Description of Work **MUST** be modified to include that work. Contact Division Safety Coordinator, Betsy MacGowan, at x2826.

Advanced JHA Modifications

(Contact Division Safety Coordinator Betsy MacGowan x2826 for assistance)

EXTRA You may need to modify the Tasks, Hazards and Controls. Save any changes.

Edit JHA Profile
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You may add, update or delete tasks, hazards and controls to this individual JHA by clicking the appropriate icons below.

Employee Name: [Redacted] Return to Previous View

JHA Group: EHS Training Group

Description of Work: [Redacted] Save

Replace this text with a description of the Work that this Work Group performs and to which this analysis applies. Please include the general Work objectives, locations, materials used, processes employed, equipment used, and expected outputs. It should be of sufficient detail that the tasks can be determined by a trained individual.

Add Refresh Expand All Collapse All

Edit Task	Add Hazard	Delete Task	Task #	Task Description			
[Icon]	[Icon]	[Icon]		Intensive use of desktop and/or laptop computers			
Edit Hazard	Add Control	Delete Hazard	Hazard #	Hazard Description			
[Icon]	[Icon]	[Icon]	1	Musculoskeletal discomfort or injury			
Edit Control	Delete Control	Waive Control	Control #	Control Description	Course ID	Waived?	Reason
[Icon]	[Icon]	[Icon]	1	EHS 0059 Ergo Self-Assessment for Computer Users (Remedy Interactive - online)	EHS0059		
[Icon]	[Icon]	[Icon]	2	Take periodic breaks to stretch or walk (e.g., 5 minute breaks each hour, or more often if fatigue is felt).			
[Icon]	[Icon]	[Icon]	3	Use neutral postures: straight wrist, arms/elbows at sides, and head/neck balanced over shoulders.			
[Icon]	[Icon]	[Icon]	4	Use keyboard shortcuts, alternate hands, and/or use alternate pointing devices to minimize mouse repetition.			
[Icon]	[Icon]	[Icon]	5	Adjust chair, keyboard/mouse and monitor settings to avoid awkward postures. Arrange tools for easy reach.			
[Icon]	[Icon]	[Icon]	6	Immediately notify Supervisor of any discomfort.			

Helpful Information

- ☐ Be sure to “Save” any changes to the Description of Work. If you “Return to Previous View” without saving, the changes will not be stored.
- ☐ Changes can be made to the Tasks, Hazards and Controls as part of the editing process.
- ☐ If an employee does not perform a task, it may be deleted. Make sure to delete the Task, rather than just the Hazards or Controls.
- ☐ If an employee is not exposed to a specific Hazard (e.g., the employee uses ladders but only stepladders, so hazards of extension ladders do not apply), that Hazard may be deleted.